

RECEIVED
SECRETARY OF THE SENATE
JUL 10 2017

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

17 JUL -5 AM 10:47

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Ian Nicholson

Employing Office/Committee: Finance

Private Sponsor(s) (List all): JCIE

Travel Date(s): May 27 - June 3, 2017

Description/Title of Attached Forms: Amended RE-2 Form; PSTCF (final version); copy of invitation

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission
must be amended with the Office of Public Records in SH-232.

7-5-17
(Date)

Ian M. Nicholson
(Signature of Traveler)

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

17 JUN 26 AM 10:07

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original Employee Pre-Travel Authorization (Form RE-1), AND
- ☒ A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Ian Nicholson Japan Center for International Exchange

Travel date(s): May 27 to June 3, 2017

Name of accompanying family member (if any): n/a

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$2,580.51	985.07	395.65	None
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	None	None	None	None
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Attended various meetings with leading policy experts on US-Asia relations and high-level government, civil society and private sector leaders

6-23-17
(Date)

Ian Nicholson

(Printed name of traveler)

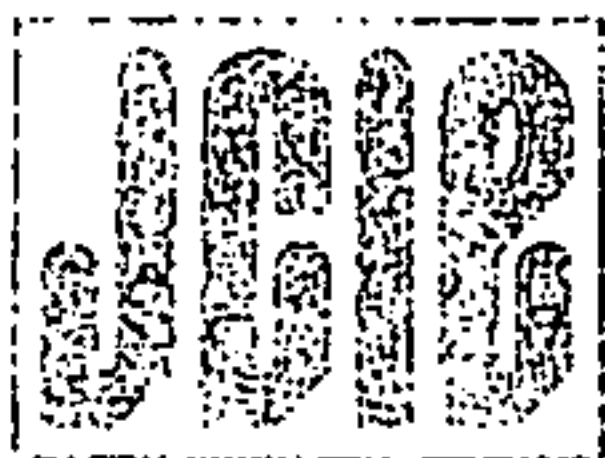
Ian M. Nicholson
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/23/17
(Date)

Ron Wyles
(Signature of Supervising Senator/Officer)



JAPAN CENTER
FOR
INTERNATIONAL
EXCHANGE, INC.
(JCIE/USA)

(米国法人) 日本国際交流センター

135 West 29th Street, Suite 303, New York, NY 10001
Tel: (212) 679-4130 Fax: (212) 679-8410
URL: <http://www.jcie.org>

April 24, 2017

Mr. Ian Nicholson
Investigator
Office of Representative Orrin Hatch
219 Dirksen Senate Office Building,
Washington, DC 20510

Dear Mr. Nicholson,

It is with great pleasure that I officially invite you to participate in the Japan Center for International Exchange's 2017 US Congressional Staff Exchange Program in Japan. This intensive weeklong study program will be convened from May 27- June 3, and it will involve meetings with high-level government, civil society, and private sector leaders as well as briefings from leading policy experts in Japan.

We ask that participants arrive in Tokyo on Sunday, May 28, which requires departing from the United States on Saturday, May 27. At the end of the program, we plan for the group to leave Japan on Saturday, June 3, and arrive in Washington DC on the same day. JCIE will make all of the necessary travel arrangements. As a program participant, economy class airfare to Japan, domestic travel in Japan, lodging, meals, and all other program-related expenses will be covered by JCIE. Prior to the trip we will plan to arrange one pre-departure briefings on key issues in US-Japan relations on Monday, May 15.

As you know, JCIE, which is a NY-based 501(c)(3) nonprofit organization, is the sponsor of the program, and the program is made possible by funding provided by the Japan-US Friendship Commission, a US federal agency.

My colleague Yuki Poudyal will be in touch with you shortly to confirm the details for your travel. In the meantime, please do not hesitate to contact us if you need additional information. It is a very important time in US-Japan relations, and I feel that this year's program will be a particularly fascinating one. We are grateful that you can join the program and look forward to your participation.

Sincerely,

James Gannon
Executive Director April 21, 2017

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The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

JCIE is the sole sponsor and organizer of this trip, which is part of its US-Japan Political Exchange Program.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
JCIE promotes US-Japan dialogue on foreign policy and in areas of common concern, and this program is designed to provide senior staffers with a deeper understanding of the US-Japan relationship and the dynamics of Japanese policymaking.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

JCIE has sponsored over 20 Congressional Staff Trips to Japan and its US-Japan Parliamentary Exchange has brought more than 280 Congressional and Diet members to each others' countries over the last 40 years.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

JCIE is involved in various policy dialogues and research activities to promote analysis and discussion of critical issues facing Japan and Asia Pacific in their relations with the US and the rest of the world.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$2,900	\$1,050	\$690	N/A
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This program is arranged specifically with regard to Congressional participation

18. Reason for selecting the location of the event or trip

Tokyo offers the best access to leaders from Japanese government and from various sectors of society.

Hiroshima is a city that has played key role in US-Japan relations & provides outside beltway perspective

19. Name and location of hotel or other lodging facility:

Tokyo: Hotel New Otani

Hiroshima: Mitsui Garden Hotel

20. Reason(s) for selecting hotel or other lodging facility:

Tokyo: affordable price, best situated for meetings with Japanese Diet Members & staff.

Hiroshima: affordable price, appropriate meeting space, and accessible to site visits.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The expenses fall below the maximum per diem rates for Tokyo City and Hiroshima as of 4/1/2017 as put forth on the State Department website.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Economy class airfare on commercial flights.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: James Gannon

Name and Title: James Gannon, Executive Director

Name of Organization: Japan Center for International Exchange (JCIE/USA)

Address: 135 West 29th Street, Suite 303, New York, NY 10001

Telephone Number: 212.679.4130

Fax Number: 212.679.8410

E-mail Address: jgannon@jcie.org

JCIE Congressional Staff Exchange Program

Names and Titles of Senate Invitees

Senate Invitees:

Kimberly Lynn Brandt, Chief Oversight Council, Senate Finance Committee (Sen Orrin Hatch, R-UT)

Monica McGuire, Tax Policy Advisor, Senator Johnny Isakson (R-GA)

Ian Nicholson, Investigator, Senate Finance Committee (Sen Ron Wyden, D-OR)

Emily Patt, Legislative Assistant, Senator Pat Roberts (R-KS)

Josie Villanueva, Legislative Assistant, Senator Tammy Duckworth (D-IL)

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JOHNNY ISAKSON, GEORGIA, CHAIRMAN
BARBARA BOXER, CALIFORNIA, VICE CHAIRMAN

PAT ROBERTS, KANSAS
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BRIAN SCHATZ, HAWAII

DEBORAH S. MAYER, CHIEF COUNSEL AND STAFF DIRECTOR
ANNETTE GILLIS, DEPUTY STAFF DIRECTOR

TELEPHONE : (202) 224-2981
FACSIMILE : (202) 224-7416
TDD : (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS
HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

Employee Privately-Sponsored Travel Checklist

Employees must submit their completed Pre-Travel Authorization Package to the Select Committee on Ethics (the Committee) at least 30 days prior to the travel departure date. Incomplete Pre-Travel Authorization Packages and Packages submitted later than 30 days prior to the travel departure date will not be considered or approved. All of the forms and materials listed below are available as fillable PDFs on the Committee's website at <http://www.ethics.senate.gov>.

Pre-Travel Authorization

Prior to Submitting a Pre-Travel Authorization Package to the Committee

- ☐ Review Senate Rules and the Committee's Privately-Sponsored Travel Guidelines on the Committee's website.
 - ☐ Ensure your supervising Senator or Officer (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain) has determined the expenses for the trip are necessary and reasonable.
 - ☐ Ensure your supervising Senator or Officer has certified the proposed travel is connected to your official duties and will not create any appearance of a public office being used for private gain.

At Least 30 Days Prior to Travel: Submit Completed Pre-Travel Authorization Package *File with the Select Committee on Ethics in SH-220*

- ☐ Complete Employee Pre-Travel Authorization Form (Form RE-1)
 - ☐ Ensure this form is typed and that all of the fields are completed.
 - ☐ Ensure your supervising Senator or Officer has signed this form.
 - ☐ Personally sign this form.
- ☐ Ensure Pre-Travel Authorization Package is complete. A complete Package includes:
 - ☐ Form RE-1
 - ☐ Private sponsor invitation (the formal invitation, letter or e-mail you received from the private sponsor).
 - ☐ Completed and signed Private Sponsor Travel Certification Form (4 page form that includes detailed information about the trip).
 - ☐ All attachments to the Private Sponsor Travel Certification Form
 - ☐ Complete and final itinerary
 - ☐ List of Senate invitees
 - ☐ Any other necessary attachments
- ☐ Retain a copy of your complete Pre-Travel Authorization Package for inclusion in your required post-travel disclosure.

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Prior to Traveling: Receive a Letter of Approval from the Committee

- ☐ Obtain a letter from the Committee. You may only accept the trip after receiving a letter from the Committee specifically authorizing your participation in the privately-sponsored travel.

Post-Travel Disclosure

Within 30 Days of Conclusion of Privately-Sponsored Travel: Submit Completed Post-Travel Disclosure Package

File with the Office of Public Records in SH-232

- ☐ Ensure submission of Post-Travel Disclosure Package is timely.
 - ☐ Post-Travel Disclosure Packages must be submitted to the Office of Public Records within 30 days of completion of Privately-Sponsored Travel. Trip extensions for any purpose do not extend this deadline.
- ☐ Complete Employee Post-Travel Disclosure of Expenses Form (Form RE-2)
 - ☐ Ensure this form is typed and that all of the fields are completed.
 - ☐ Ensure your supervising Senator or Officer has signed the form after determining the actual trip expenses were necessary under Senate Rules and the Committee's Privately-Sponsored Travel Guidelines.
 - ☐ Personally sign this form.
- ☐ Ensure Post-Travel Disclosure Package is complete. A complete Package includes:
 - ☐ Form RE-1
 - ☐ Form RE-2
 - ☐ Private sponsor invitation (the formal invitation, letter or e-mail you received from the private sponsor).
 - ☐ Completed and signed Private Sponsor Travel Certification Form (verify with the private sponsor that you have the correct and final version of the form).
 - ☐ All attachments to the Private Sponsor Travel Certification Form
 - ☐ Complete and final itinerary
 - ☐ List of Senate invitees
 - ☐ Any other necessary attachments

Please contact the Committee if you have any questions.

Phone: (202)-224-2981

Fax: (202)-224-7416

Nicholson, Ian (Finance)

From: Toribio, Ben (Ethics)
Sent: Wednesday, July 05, 2017 11:05 AM
To: Nicholson, Ian (Finance)
Subject: Post-Travel Submission: JCIE
Attachments: FINANCE-Nicholson-JCIE.pdf; Employee Privately-Sponsored Travel Checklist.pdf; RE 2 _Employee PostTravel Disclosure of Travel Expenses.pdf

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

To: Ian Nicholson (FINANCE)
Date: July 5, 2017
Re: Post-Travel Submission—JCIE

The Committee received a copy of your post-travel submission from the Office of Public Records (OPR). After reviewing your submission, I found the following error(s) that must be corrected with OPR in SH-232 in order to complete the post-travel process and close your file:

- RE-2 (Employee Post-Travel Disclosure of Travel Expenses) Form.
 - You did not correctly list the name of the private sponsor. Please write the name of the trip sponsor and initial the form.
 - The travel dates that are listed on the form are incomplete—please write the YEAR in the travel dates section.
 - You may write directly on the form to make your correction(s) or you may fill out a new RE-2 Form (a blank copy is attached). **Please note:** if you fill out a new RE-2 Form, it must be re-signed by you and your supervising Senator/Officer.

- Private Sponsor Travel Certification Form (PSTCF) + attachments—the copy that you submitted to OPR is not the final version of the document.
 - The sponsor made changes to the PSTCF and should have provided a copy of the updated document to you. In the future, check with the sponsor to make sure that you have the final version of all travel documents.
 - A copy of the final version of the PSTCF, which was provided to the Committee by the sponsor for review, is attached for you to turn in to OPR.

Instructions:

1. **DO NOT RE-SUBMIT ANY OTHER PORTION OF YOUR POST-TRAVEL SUBMISSION.**
2. Print the attachment that is included in this email—the attachment has everything that is required to file your correction with OPR.
3. Sign and date the Coversheet for Amendment of Post-Travel Submission. The form is not optional and **MUST** be turned in with your submission.
4. Take your submission directly to OPR in SH-232.

I attached a checklist to this email as a reference to help you with future post-travel submissions. I encourage you to hold on to the checklist to avoid post-travel submission errors in the future.

Please let me know if you have any questions.

Benjamin (Ben) Toribio Jr.
Select Committee on Ethics
United States Senate
(202) 224-2981 (phone)
(202) 224-7416 (fax)
<http://ethics.senate.gov>

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